

**Workplace Specialist Workgroup
Selections from February 20, 2003, meeting**

Members Present: Shawn Sriver (staff), Patty Shutt, Sam Cotton, Jolene Schoenherr
Members Absent: Marilyn Metzler, Dan Grayson, Barry Norman, William Wyatt

In addition to continued work on the Workplace Specialist Handbook, the following items were discussed.

1. It was announced that the Executive Committee approved the Workplace Specialist Point Chart for full Board hearing on March 19. Staff will present the point chart to the full Board for adoption on March 19, 2003.

2. Mentor training - Existing program is 40 hours with the first year covering "coaching" techniques and some practice. Year 2 trains the mentors on the portfolio process just before they work with BTs to prepare and submit. Most school corporations who offer this charge for "outside" participants. We might want to work with IAAVD on this and put together our own training program. Existing program usually works with a postsecondary institution so mentors get 3 hours of graduate credit. Typically, BTs are matched with a mentor from the same subject area but we may have to be the exception to the rule. END GOAL: Pool of certified WS mentors.

One suggestion was to complete the manual and other related items and invite representatives from IAAVD to a future meeting.

3. Scoring of Portfolios - Need a cadre of teachers to read and score. Possible need to "practice scoring" and get scores calibrated so consistent process. Portfolios are mailed to scorer and there is no connection between scorer and teacher. We need to consider the possibility that a CTE teacher with a standard license could at least look at a WS Portfolio for completeness, if not also for standard of performance.

4. WS teachers will need a series of Support Seminars to help them put together their portfolios. While the BTAP has some information about their string of seminars on the web, I'm worried that our teachers won't see any connections or be able to transfer what they see to their own subject area.

NOTE: The group met on December 6, 2002. However, because the meeting was dedicated to working on the handbook, no selections were recorded. In addition, the group met on January 22, 2003. However, this meeting was dedicated to hearing a proposal from Sam Cotton and Joan McFadden on A FIPSE grant. No selections were recorded from this meeting.

Next Meeting: March 28, 2003